

PROJECT MANAGER / DEVELOPMENT MANAGER

Driven and ambitious individual with 15+ years post graduate experience in building project delivery.

Committed work ethic, diligent and attentive to detail.

Proven ability to understand project constraints, identify requirements to progress a project expeditiously and implement processes to ensure that targets are met and all stakeholders are satisfied.

Working with building contractors, property developers, acting for end users and undertaking my own small scale development / building work has helped develop a broad and valuable skill-set enabling me to adapt to various roles relating to overall project delivery.

EMPLOYMENT & WORK EXPERIENCE

Project Manager – Kingston Building Australia (Contract)

(Jun 2011 – July 2016)

As Project Manager, working autonomously carrying out all duties required to deliver construction projects while focusing on client liaison, budget, programme, WH&S, quality and managing site team.

1. Lakeside Apartments – 23 units Brighton Ave Toronto. Design Development & Construction \$8m
2. Jemena Gas – Warehouse conversion and office fitout Cardiff \$1.6m
3. Catholic Diocese Residential Development Mayfield– 22 units & 2 group homes for Catholic Care. \$6.5m
4. Rural Fire Centre - Construction of a rural fire control centre at East Maitland. JV between Maitland Council and the NSW Rural Fire Service \$4.8m
5. ALDI Mayfield – Conversion of old Franklins store into an ALDI store \$1.6m
6. LMCC Depot Amenities – Upgrade of Lake Macquarie City Council Depot Amenities \$500k
7. University of Newcastle Forum Sports and Aquatic Centre - Services and fabric upgrade under a GC21 Design Development and Construct contract \$800k
8. ALDI Kotara - Conversion of the old Sam's warehouse within the Kotara Homemakers Centre into an ALDI Store. 12 week programme \$1.5m
9. Peaberry Coffee - Modify and add to existing warehouse to provide Office, Café and Roasting Facility for Peaberry Coffee, Islington \$600k
10. HVCCC - Adaptive re-use of warehouse and fitout for Hunter Valley Coal Chain Coordinator. 12 week programme \$1.5m
11. Heights Kindy – Construct new childcare centre located at Merewether Heights. Extremely sensitive project amongst the surrounding community \$1.5m
12. University of Newcastle Critical Infrastructure Works. \$1.3m

Client Representative / Project Manager - Port Waratah Coal Services Ltd (PWCS) (Contract)

(Jun 2009 – Dec 2010)

As Client Representative / Project Manager, acted for PWCS to assist with the procurement of a new Terminal Administration Building for up to 160 employees. Due to the size and nature of the organisation, each phase of the project required an exhaustive and comprehensive work effort which was subject to Board approval.

13. PWCS Terminal Administration Building – Pre construction planning, design, approvals and tendering for 2800sqm of office space located on industrial site \$9m

Responsibilities included, but were not limited to:

- Undertake exhaustive planning and co-ordination phase with 4 PWCS departments to understand space and functional requirements at the same time gaining an understanding of the PWCS operations and department interaction.
- Undertake a comparison of various buildings to assess and demonstrate potential costs to PWCS.
- Understand site constraints and lead in service requirements specific to the PWCS industrial site.
- Become familiar with the PWCS safety requirements and the potential impact on the project.
- Assist with preparing a project execution plan and other documents to satisfy PWCS.
- Prepare a comprehensive Design Brief and Lead Design Consultant Brief.
- Tender, review and assist with appointing the Lead Design Consultant (Architect).
- Engage and coordinate Surveyor, Quantity Surveyor, Contamination Consultant, Geotechnical Consultant along with the Lead Design Consultant and Sub-consultant team.
- Assist with coordinating the DA design, closely reviewing the design in relation to cost, functional outcome, buildability and consistency with planning policies, particularly NCC DCP 2005.
- Liaise with Newcastle City Council and the Hunter Region Joint Regional Panel and obtain development consent within 4 months.
- Prepare technical brief incorporating PWCS specific requirements.
- Assist with coordinating the detailed design with regular reviews ensuring that PWCS specific technical items were captured.
- Assist with coordinating and tendering the lead in service design packages including, HV power, comms, gas, water and sewer.
- Prepare and compile PWCS specific tender package incorporating the detailed design documents. Undertake an expression of interest phase and then tender the project to Building Contractors including meeting with proponents to discuss and clarify their tender submissions.
- Make recommendation and assist with the preparation of board papers and approval for capital.
- Prepare and monitor Development Programme, Budget Estimate and Cashflow to ensure that all milestones and cost targets were successfully met.
- Assist with presentations to user groups and departments to inform them of the project's progress.

Project put on hold by General Manager at Nov 10 Board meeting.

Director / Project Manager – S3 Projects Pty Ltd

(Jan 2007 – Current)

As Sole Director, established S3 Projects to undertake small scale development and building work including project management. Initially contracted to Kingston Properties to continue development management services on 'Landmark Charlestown' fulfilling an identical role to that previously required as an employee (refer below) while also undertaking several complex residential projects.

14. 8 & 8a Lemnos Pde the Hill - Jan 09 completed extensive alterations and additions to adjoining split level dwellings. Each home, split over 6 levels included indoor swimming pools, private glass lifts, four bedrooms and most importantly high attention to detail. The project also involved managing the design and approval process from conceptual design through to obtaining the construction certificate along with co-ordinating the subdivision \$1.1m
15. 61 & 63 Railway St Cooks Hill - Jan 08 completed an extensive re-development of two art deco apartments. The building was essentially completely demolished and re-constructed incorporating a combination of art deco and modern features. Managed the design, approval, construction and subdivision process including the sale of both properties to very satisfied purchasers. \$1m

Development Manager – Kingston Properties Pty Ltd

(Jul 2004 – Dec 2006)

As Development Manager assumed overall responsibility for delivery of development projects to the satisfaction of investors and end users.

16. Landmark Charlestown - Pacific Hwy. Charlestown – mixed use development consisting of 59 apartments, 3000m2 commercial space and a cafe (development value \$31m, construction value \$22m).
17. Regatta Quays - Hannell St. Maryville - 77 new apartments and townhouses, a staged development over two stages (development value \$33m, construction value \$24m).

18. Mayfield West Bulky Goods - Maitland Rd. Mayfield West - 4.5ha proposed bulky goods site – initial concept and planning stages.
19. Kindy Patch Tenambit - 60 Maize St. Tenambit - 72 Place Child Care Centre (development value \$1.7m, construction value \$1.1m).

Responsibilities included, but were not limited to:

- Initial site analysis and feasibility including ability to understand/assess development opportunities and constraints.
- Review and interpret Council LEP's and DCP's.
- Liaise with Council and other approval authorities in order to obtain consents.
- Liaise with Finance Lender and co-ordinate valuations, QS costings etc. to obtain appropriate finance offer. Co-ordinate and assess loan draw downs.
- Appoint and manage consultant team ensuring delivery of outputs is consistent with cost plan etc..
- Oversee design documentation and have input as necessary.
- Selection of suitable finishes and fixtures ensuring that outputs are consistent with market demands.
- Review and aid in preparation of sales contracts including special conditions and co-ordination of draft documents such as strata plans and by laws etc..
- Determine and implement effective marketing strategies including launches, ads, brochures, signage, newsletters and the like.
- Brief Sales Agents and liaise continuously through sales campaign.
- Tender and negotiate building contract. Act as contract superintendent overseeing Construction, regularly visiting site, taking part in project control group meetings, approving variation claims and extension of time claims. Generally ensuring that a high quality product is passed onto the end user.
- Directly involved with the co-ordination of the strata subdivision and registration process allowing timely settlements to occur. Liaising with Builder, Surveyor, Solicitor, PCA, Mortgagees, purchasers and any other parties required to effect final settlement process.
- Approval of invoices using accounting cost code procedures.
- Use development control systems to effectively monitor the entire project delivery including programmes, feasibilities, cost controls, schedules, spreadsheets and various analysis tools.

Project Manager – Kingston Building Pty Ltd

(Jun 2002 – Jun 2004)

As Project Manager, worked independently carrying out all duties required to deliver construction projects focusing on client liaison, budget, programme, OH&S, quality and managing site team.

20. Warners Bay Housing - Construction of 23 apartments, 4 townhouses and 3 shopfronts at The Esplanade, Warners Bay \$8m
21. Cassia Court - Construction of 20 new townhouses at Hudson St. Charlestown \$3m
22. Lindsay Terraces – Construction of 7 new townhouses and refurbishment of existing cottage at Lindsay St. Hamilton \$1.5m

Client Representative – Hunter Water Corporation

(Jan 2001 – May 2002)

Acted as the Corporation's Representative working closely with the appointed Project Managers (Incoll Management) during planning phases of new head office accommodation for Hunter Water.

23. Hunter Water Corporation Head Office, Honeysuckle Newcastle \$15m+

Responsibilities included, but were not limited to:

- Aid in the assessment of Expression of Interest tenders while respecting probity issues.
- Gain an understanding of Hunter Water requirements, current issues and future planning from the client perspective.
- Aid in the development of the Functional Design Brief.
- Peruse and provide input on Land Sale Contract and Design & Construct Contract.
- Assess final tenders and make recommendation.

During my time at Hunter Water also assisted with managing, administering and supervising maintenance and construction contracts for water and sewer infrastructure to entire area of operation for Hunter Water Corporation. Provided an opportunity to 'step out of my comfort zone' into a entirely new and foreign field of

work which was still somewhat related to development/construction. Required vast and rapid adaptation to quickly gain the knowledge and understanding of the Hunter Water operations in order to efficiently and effectively carry out the work in a professional manner. Also gained a good understanding of the water / sewer infrastructure that services our community and the way in which it interacts with the local development and construction industry. It also helped me gain an understanding of how a large corporation, particularly state government owned, operates under political and probity pressures.

Contract Administrator / Jnr. Project Manager - Waltcorp / Walters Construction Services

(Jan 1998 – Dec 2000)

As a graduate in Construction Management established my career with Waltcorp Pty Ltd, a dynamic and progressive Sydney based Development / Construction company. Commenced as a Contract Administrator undertaking all tasks required to assist the Project Manager and then on several projects assumed the role of Project Manager.

24. Freeman Rd – Assist with certification and handover of 42 apartments, Freeman Rd Chatswood.
25. Centrelink Head Office - Construct approx. 8000 m² of office accommodation over 4 stories + 2 basement levels of parking, Northumberland St. Liverpool CBD, acting initially as Contract Administrator and then Project Manager \$15m
26. Lilyfield Terraces - Construction of 11 luxury townhouses, Joseph St. Lilyfield, carrying out site tasks, contract administration and finally acting as Project Manager at later stages through to completion.
27. Atlas Apartments - Convert warehouse into display unit for 122 apartment / retail development.
28. Presidio Apartments - Convert commercial premises into display unit for 91 apartment / retail development. Assist project team throughout construction.
29. Rubicon Apartments – Convert old furniture warehouse into display unit for 44 apartment / retail development. Assist project team throughout construction.

Office Administrator - Australia Pacific Projects Pty Ltd.

(Dec 1996 – Mar 1997 During Construction Management Degree)

During third year University break spent 3 months working with Australia Pacific Projects (APP), Project Managers for The New Sydney Showground at Homebush Bay, carrying out documentation control and general office duties supporting Project Managers for the various building contracts.

Work Experience During Construction Management Degree

McCloy's (Now Graph Building) and P&D Bush Building

(1994 – 1996)

During Construction Management degree regularly completed work experience carrying out general office duties and site duties.

TERTIARY EDUCATION

Bachelor of Construction Management (Building) Hons

University of Newcastle 1994 - 1997

Problem based construction management course with emphasis on self motivated learning. Covered a very broad range of industry related areas including but not limited to feasibility studies, design aspects, structures, construction planning, construction techniques, cost planning / estimating, cost and programming controls, legislative and council requirements, Building Code of Australia, contracts, industrial relations, safety, government initiatives, environmental issues and facilities management.

1997: Completed fourth and final year with Distinction, Graduating from course with Honours. Completed major thesis on the use of 'Novation' in building project delivery. Also received WT Partnership prize for best performance in Building Economics / Quantity Surveying.

REFEREES

Upon request